Reporting Requirements and Due Dates for All Grantees

Below is a table summarizing reporting requirements and due dates for all CAP Communities. This is an update to your Grantee Management Handbook. You are encouraged to return to this section of the grantee website throughout the year for updates on reporting requirements and due dates.

Program Management	Where to Send Report
MIS Expenditure Reviews:	
• This review is required before committing over $50,000 in MIS funds. • This review is voluntary for total MIS expenditures less than $50,000. • Submit an MIS project plan and budget	Send materials to your Program Officer.
Six Month Project Updates:	
Reporting Period: March 2002 – August 2002 • **Due Date:** January 17, 2003 The Six Month Project Update is the tool utilized for program-wide monitoring of the Community Access Program. The document has three main sections, which are used to capture different kinds of information. The first section allows grantees to provide an update on the implementation of their program during the reporting period. They are asked to provide information in a narrative format; noting achievements, significant barriers, and plans for the next six months. The second section allows grantees to provide updates on any changes to their collaborative. Grantees provide information about new members added to the collaborative, members that left the group, and situations precipitating any departures. The third section allows communities to update the status of their work at the end of the reporting period and report the outputs of those activities. The Six Month Project Update is completed twice annually, with a 30 day window available to compile and submit data. The first reporting period includes March 1st to August 31st and the second reporting period includes September 1st to February 28th. Six Month Project Updates are submitted via the grantee website.	Submit your data via the grantee website.
Logic Models:	
Reporting Period: March 2002 – August 2002 • **Due Date:** An updated logic model is not required for this reporting period. A logic model is a depiction of how and why a grantee community expects that its entire program will work. It shows a logical connection between the resources available to implement the program, the activities to be implemented, and the anticipated outcomes. CAP grantees are also required to attach measures of success and program assumptions to their logic models. An updated program logic model is required with the submission of each Six Month Project Update.	Submit your data via the grantee website.

Project Management Matrices:	
Reporting Period: March 2002 – August 2002 • **Due Date:** An updated logic model is not required for this reporting period. The Project Management Matrix is a depiction of a program's implementation plan. Unlike the Logic Model, which presents a broad view of an entire program, the Project Management Matrix outlines the detailed action steps necessary for a program to move forward. It is the work plan. It includes due dates for each step of the work and identifies the person or persons necessary for completing an activity. Together, the Logic Model and Program Management Matrix form a complete picture of how a program will work, who is accountable for the work, the outcomes to be achieved, and how success will be measured. An updated Project Management Matrix is required with the submission of each Six Month Project Update.	Submit your data via the grantee website.

Other Requests for Information:	
Due to the changing nature of the Community Access Program, there may be additional requests for information from grantees throughout the year. In instances where additional information is requested and required, notice will be sent to the Primary Contact of each grantee organization with a copy to the appropriate Program Officer. Grantees will be informed of the due date, the person to whom the information should be sent, and the person to whom questions should be directed.	**TBD (if necessary)**